Due to the layout of the Portal pages, printing may sometimes cut off the right side of the printed page. In order to print full pages or to ensure that the content you would like to print is on the printed page, there are two choices:

Print Landscape
If you intend to print the whole page, then follow these steps:
1. On any page of the Portal you would like to print, click *File* on the browser toolbar. This opens the File menu.
2. Click *Page Setup*. This opens the Page Setup Menu (see Figure 1).
3. In the Orientation field, choose *Landscape* (see Figure 1). Click *OK*.
4. Print as you normally would. This will expand the width of the page to be printed on, but decrease the length of the page.
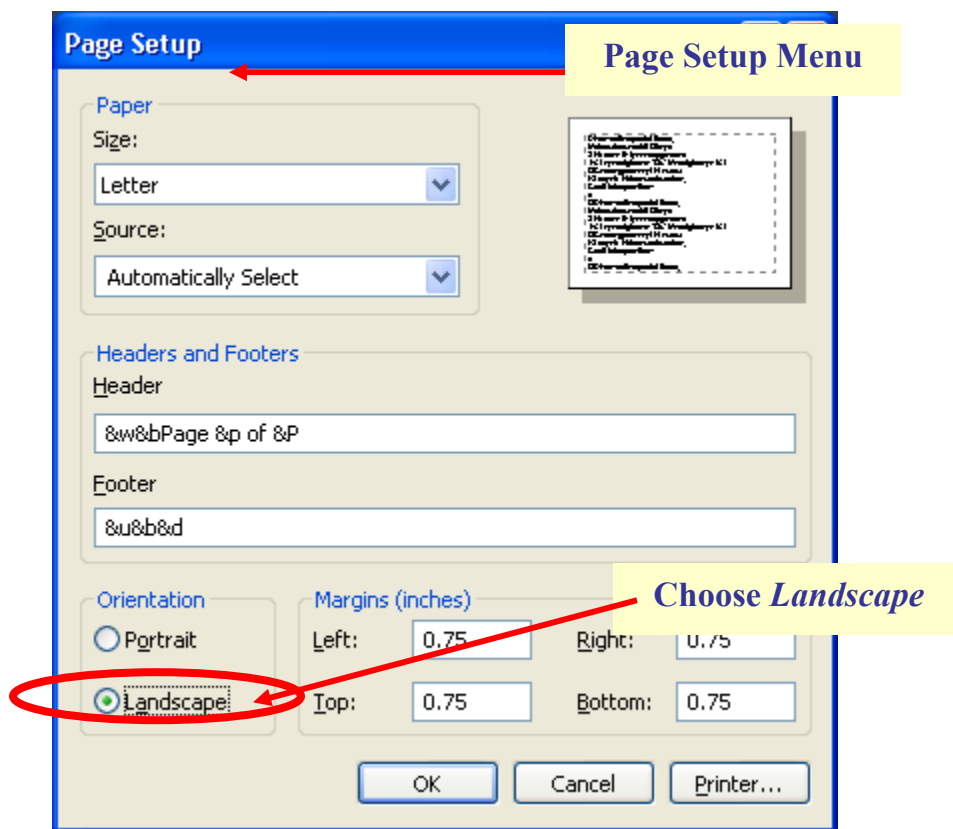

Figure 1 - Print Landscape

Print Selection
If you want to print only a section or part of the page and not the whole page, then you may follow these steps:
1. On any page of the Portal, determine which section of the page you would like to print. Click and drag your mouse over to select the section of the page you would like to print (see Figure 2).
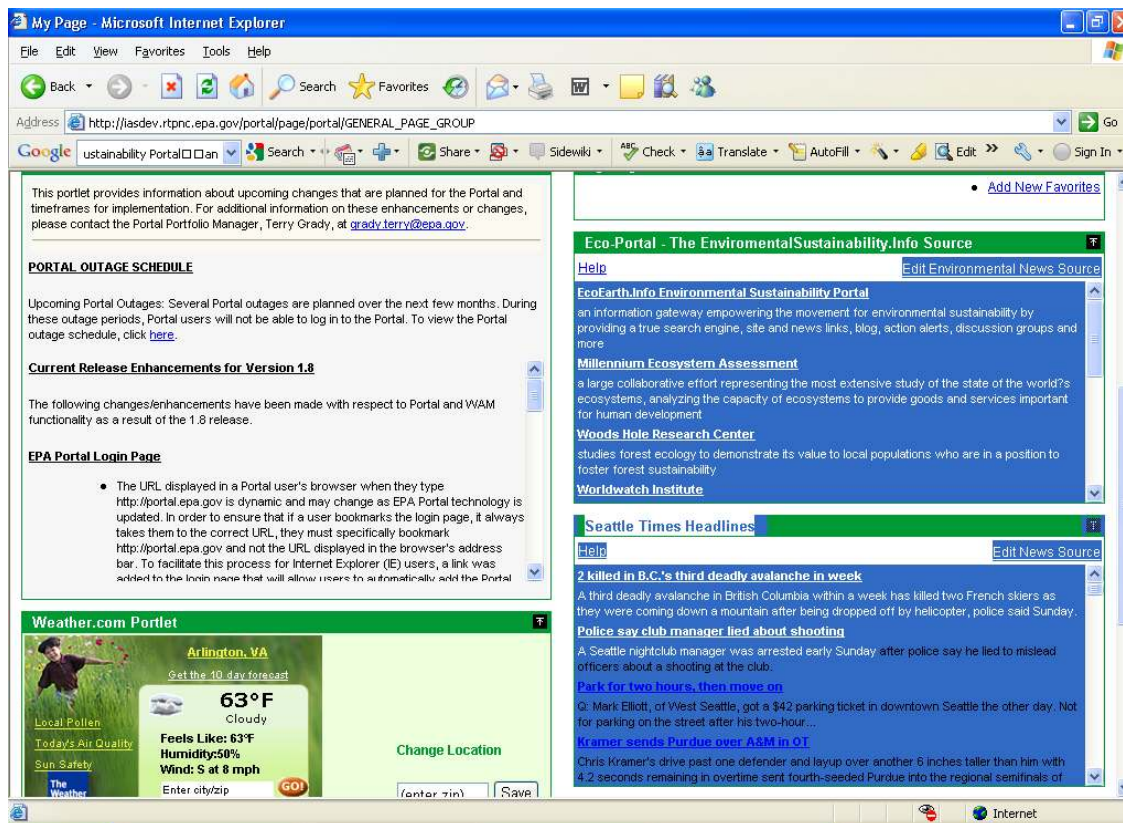
Figure 2. Choose Print Area

2. Click *File* on the toolbar. This opens up the File menu.
3. Click Print. This opens up the Print menu (see Figure 3). Alternatively, *Ctrl+P* will complete steps 2 and 3 in one step.
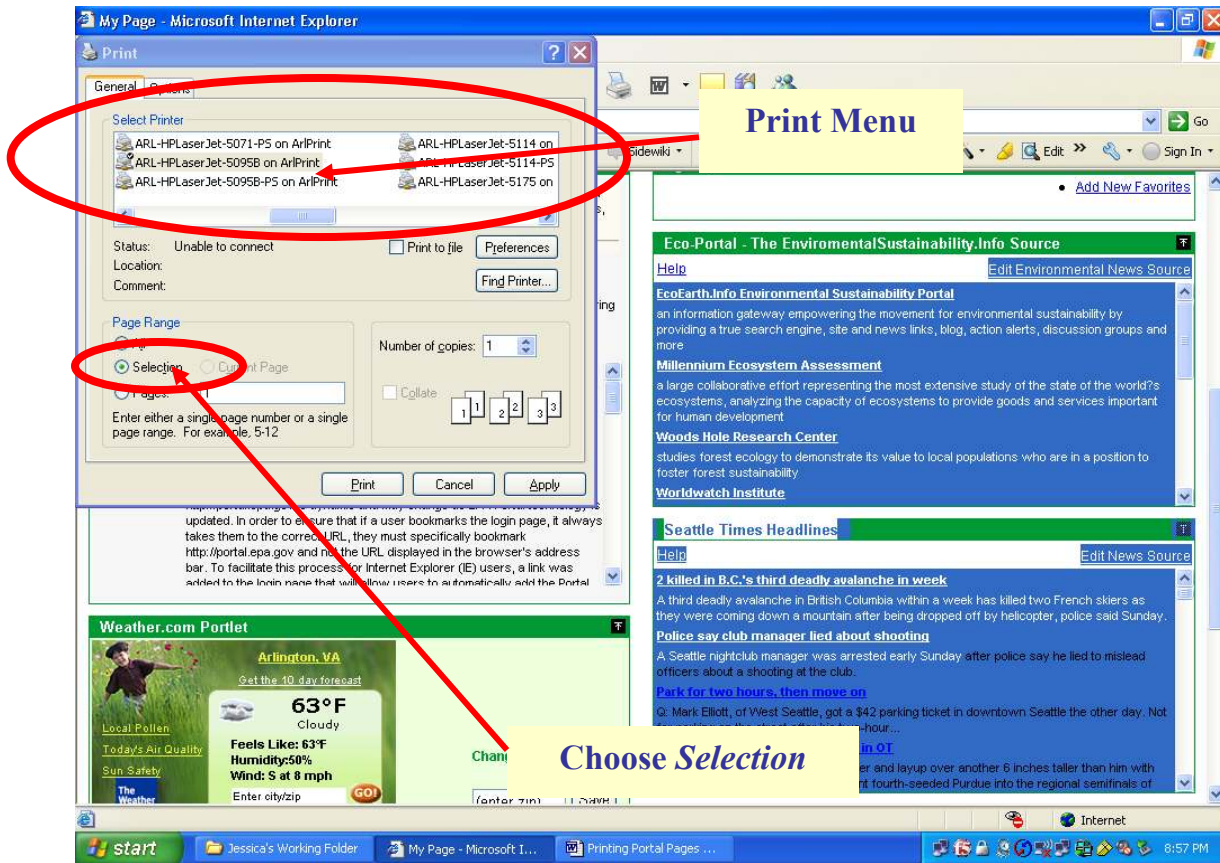4. In the Page Range field, choose *Selection* (see Figure 3). Click *OK*.
5. The printed page should contain only the selection you chose.

Figure 2 - Print Selection